

ACCOUNTING PROCEDURE

TOPIC: Section 8--Capital Assets 1.02	EFFECTIVE DATE: 3/28/01
TITLE: Accounting Procedures for Non-Capital Assets (Cost \$1,000 to \$4,999.99)	REVISION DATE: 9/24/04
AUTHORIZED BY: Cheryl Thompson, Financial Manager	PAGE 1 OF 2

POLICY

Department of Health and Family Services organizations are required for non-capital assets to maintain both the Service Center - Resource Management System (RMS) for Information Technology (IT) assets and the standardized Microsoft Access Non-Capital Asset Database for non-capital assets.

PROCEDURES

All non-IT assets with an acquisition cost between \$1,000 and \$4,999.99 and a useful life of one year or more are to be recorded on the standardized Microsoft Access Non-Capital Asset Database. In addition, sensitive non-IT assets with an acquisition cost of \$999.99 or less should be recorded on the standardized Microsoft Access Non-Capital Asset Database and safeguarded. Sensitive assets are items subject to risk of loss, such as video recorders, video cameras and other portable or theft-prone items.

IT non-capital assets are to be recorded in RMS. See [Section 8-Capital Assets 1.03](#) (Accounting Procedures for IT (Information Technology) Assets).

ATTRIBUTES FOR NON-CAPITAL ASSETS

The standardized Microsoft Access Non-Capital Asset Database includes the following required information:

- | | |
|---------------------|---------------------------------|
| a. Item Description | d. Organization |
| b. Contact Name | e. Acquisition Date |
| c. Cost | f. Action (Add, Transfer, etc.) |

Additional optional information may also be entered:

- | | |
|----------------------|-----------------------------|
| a. Tag ID Number | f. PO Number |
| b. Bar Code | g. Appropriation Type |
| c. Serial Number | h. Appropriation |
| d. Building/Location | i. Project |
| e. Room | j. RA (Responsibility Area) |

REFERENCES

[DHFS APP Section 8-Capital Assets 1.03](#) (Accounting Procedures for IT (Information Technology) Assets)

CONTACTS

Karen Greiber
Special Services & Financial Statements
(608) 266-3541

Sally Acuff, Chief
Special Services & Financial Statements
(608) 266-9576